



Director of Children's and Family Formation

St. Bartholomew's Episcopal Church
Nashville, TN 37215

Reports to: Rector

Hours: 40 hours/week, year round

Compensation: \$45,000-\$60,000 Annual Salary, depending on experience

Status: Regular full-time, exempt, full-time benefits per current employee handbook

Position Description:

St. Bartholomew's Episcopal Church in Nashville, TN, is seeking a full-time Director of Children's and Family Formation who oversees the programming, administration, and pastoral care of families and children ages birth-6th grade. We are a thriving growing church with a fully established Catechesis of the Good Shepherd program. Our parish is invested in and supportive of our children's ministry and our staff supports and celebrates each other in ministry. We seek to reveal and celebrate how God is working in the life of each child and how God is active in the lives of all our families. If you are interested in applying for the position, please submit your resume and cover letter to our Parish Administrator, Charity Voiles, at cvoiles@stbs.net.

Duties and Responsibilities:

General:

- Adhere to the mission of St. Bartholomew's Episcopal Church.
- Attend weekly staff or leadership team meetings.
- Participate as part of a church staff with an active schedule of gatherings for prayer, enrichment, and communication.
- Work closely with other staff and the Rector to create and execute a vision for spiritual formation of St. Bartholomew's children from birth to age 18.
- Manage all recruitment needs under the Children's and Family Formation umbrella, including volunteers and colleagues among the paid staff. All hiring decisions are to be made in conjunction with the Rector.
- Select and/or develop/write curriculum for 3-year-old through 6th grade children.
- Oversee 456's volunteer leaders, children and monthly service or celebration offerings. Help these students transition to St. B's Youth Ministry at the appropriate time.

- Create and implement seasonal activities/programming (i.e. parent forum, welcome picnics, St. Nick Night, Nativity Play, summer experience) for families.
- Schedule and oversee Sacred Communion classes for second and third grade children each Lent.
- Offer regular communication with parish families via weekly children's email.
- Implement and ensure compliance with Safe Church/Safe Communities, the Episcopal Church's abuse awareness and prevention program, among all Children's and Family Formation staff and volunteers.
- Welcome and orient new children and families.
- Coordinate facilities needs for Children's Formation with Parish Administrator.
- Use Breeze to maintain an accurate family database and communicate with families.

Pastoral:

- Develop, pray for, observe, evaluate and affirm leaders, teachers and volunteers, noting strengths to encourage and areas where improvement is advised.
- Provide pastoral care to children and parents and keep the Rector aware of family and individual pastoral support needs.
- Advocate for and facilitate children's presence and involvement in parish life.

Personnel:

- Recruit, train and support both paid and volunteer Children's Formation team members. (Children's Homilists, Playtime Monitors, Greeters/Floaters, Catechists and Assistants, Special event volunteers).
- Communicate monthly with vestry representative.
- Work with the Parish Office Coordinator to be sure background checks, Safe Church requirements and references are up to date for all volunteers and part time staff.
- Conduct Children's and Family Formation staff meetings as needed, individual support meetings, and annual reviews. Share annual reviews of part time staff with the Rector.

Parish-wide Obligations:

- Assist other staff with logistical support for all-parish events.
- Provide yearly program and Children's and Family Formation staff budget proposals.
- Create opportunities for fellowship for parents, children, and families throughout the calendar year.

- Be available to coordinate any family-oriented seminar requests from Rector (i.e. parenting forums, Red Cross training, CPR training, Domestic Abuse awareness, internet safety).
- Work closely with the Director of St. B's Preschool, especially to keep the rooms functional for both weekday and weekends.

Relationships:

- Work closely with the Director of Youth and Family Formation for consistency in programming and transitions.
- Work closely with Parish Administrator for set up and scheduling room use.
- Work closely with Director of Communications for public relations, advertising, and promotion.
- Connect regularly with Children's Formation peers in the Diocese of Middle Tennessee.
- Meet upon request with volunteers, parents, and/or families.

Continuing Education:

- Regularly attend seminars and training to develop and adhere to the Montessori methodology of Catechesis of the Good Shepherd.
- Attend a national children's ministry conference (i.e., Forma), or take an annual silent retreat.

Qualifications:

- Bachelor's Degree in Pastoral Ministry, Theology, Early Childhood/Elementary Education, or related field preferred.
- Preference for confirmed Episcopalian in good standing.
- Minimum of 5 years leadership experience in Children's and/or Family Ministry (to include staff and volunteer coordination), with a track record of growing disciples.
- Possess a strong Christian faith and desire to continue to grow in faith and share that faith with others.
- Have excellent organizational and interpersonal skills.
- Love children and families and desire to help develop their personal character, virtue, and faith.
- Discipline children positively with gentleness, firmness, and consistency.
- Operate in a team-oriented environment and maintain a positive working relationship with other staff.
- Foster strong relationships with parents, characterized by mutual respect, good will, and with the understanding that the parents are the primary educators of their children.

- Maintain professionalism in speech, dress, action, and confidentiality.
- Regularly attend worship.
- Possess qualities of creativity, adaptability, and resourcefulness.

Benefits

Benefits include fully paid individual medical/dental insurance, group term life, long term disability, employer-paid retirement plan, parental leave, and paid vacation and holidays.